

This installation guide has been prepared using **Windows 10**.

Before you begin: Please ensure you are not using “**Parental Control**” filters on your device or internet equipment.

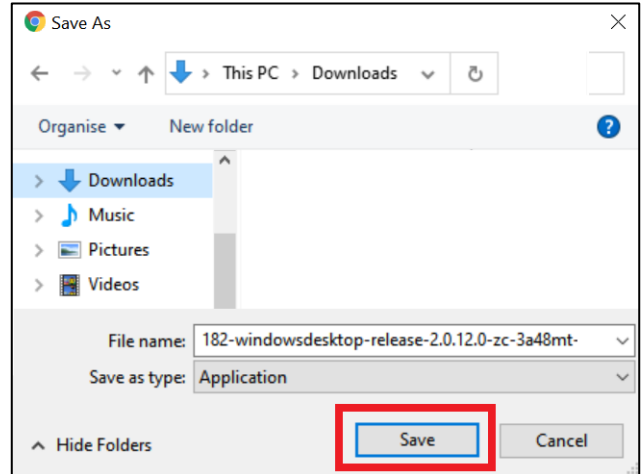
Step 1

Please **click on the link** we have provided to you via Email to begin.

This will open in your default browser

For demonstration purposes, we are using **Google Chrome**.

Once clicked, the browser will **automatically** look to begin the download, please “**Save**” the .exe file if prompted.



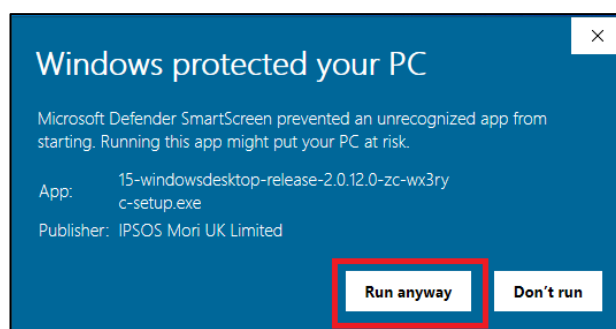
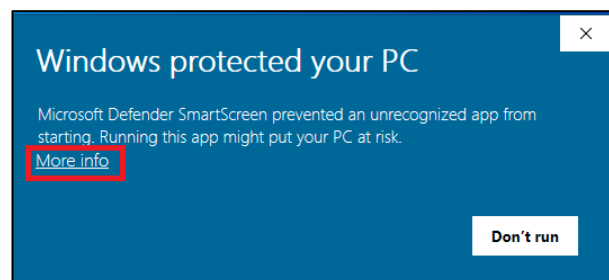
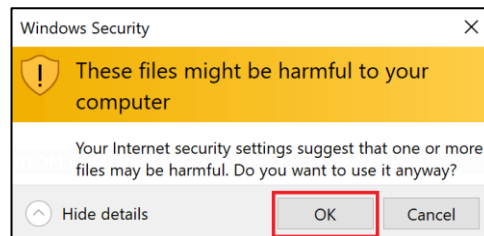
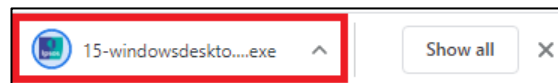
Step 2

- Please click and open the downloaded .exe file.
- If Windows prompts you if you are sure you wish to open the installer, please click “**OK**” to continue.

Note: Rest assured, our apps are confirmed safe & run through rigorous checks for viruses/spyware/malware before every release.

Did you receive a Windows SmartScreen Error?

- If Windows blocks the installation, please tap “**More Info**”
- Now click “**Run anyway**”



Step 3

3.1

- 3.1 – Click “Next”

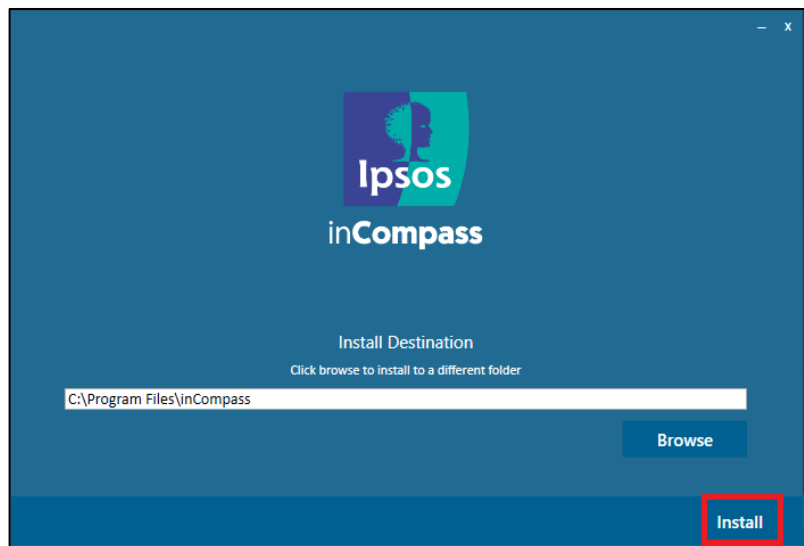


3.2

- 3.2 - Please tap “Install” – files will now be extracted onto the device

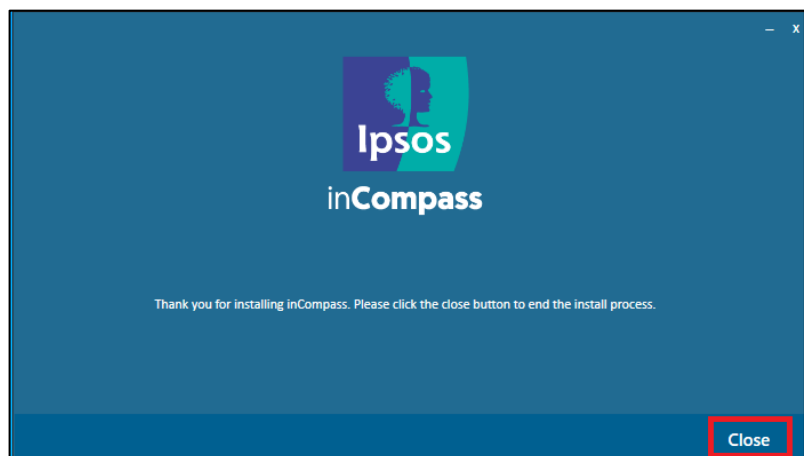
Please **DO NOT** change the destination folder listed, it should reference the correct folder for “Program Files\inCompass”.

Please remain patient, this may take a few minutes to complete depending on your laptop/desktop.



3.3

- 3.3 – Please tap “Close” – inCompass App will now launch



Step 4

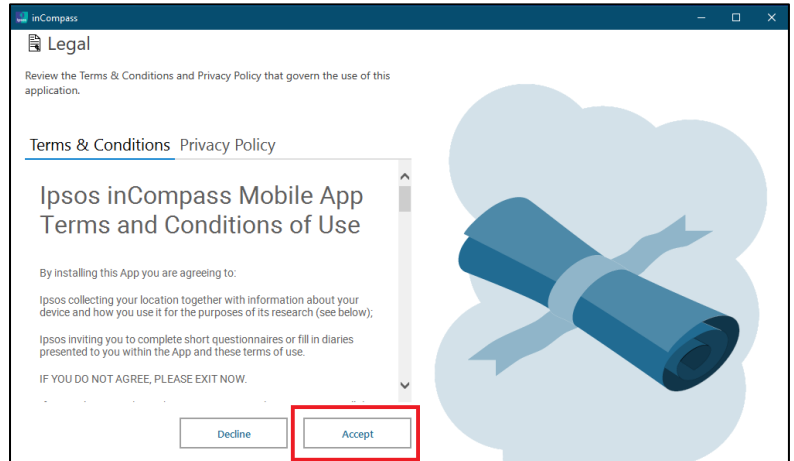
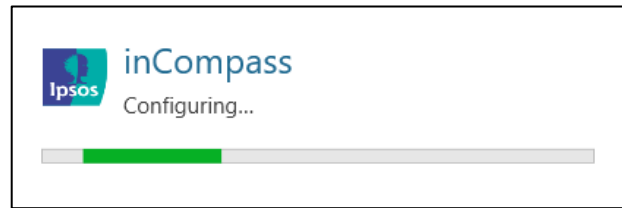
inCompass App will begin to configure, please allow a minute for this to complete.

If you are asked to sign in, please enter the email address you used to sign up on the Panel.

IMPORTANT: Please ensure you are on a stable internet connection and add inCompass to internet security apps as “safe” to prevent any errors registering.

Following this, please read & click “**Accept**” to the following screens:

- Terms & Conditions
- Privacy Policy



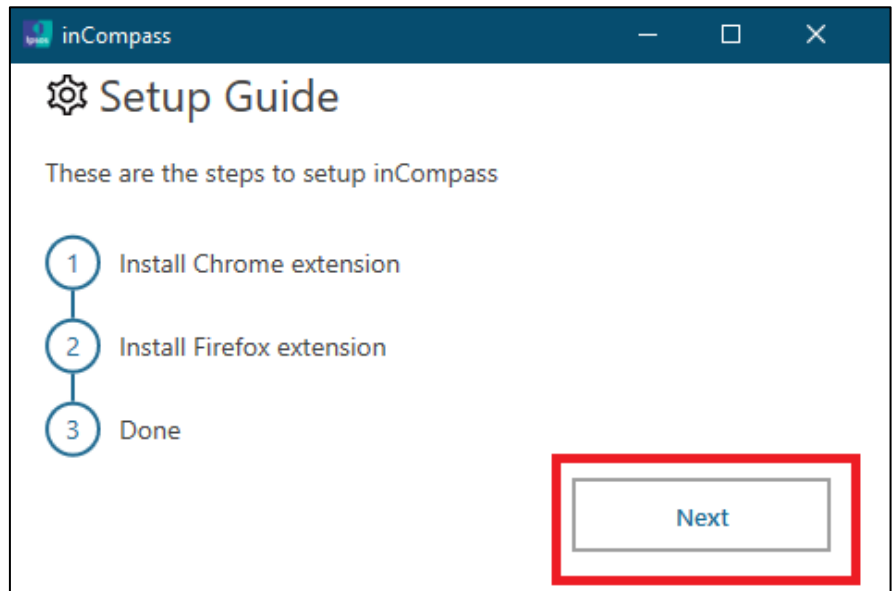
Step 5

Installing web browser extensions

inCompass App will detect the compatible browsers installed on your device and will guide you on installing the relevant extension.

Note: Microsoft Internet Explorer or Microsoft Edge is not supported on this Panel.

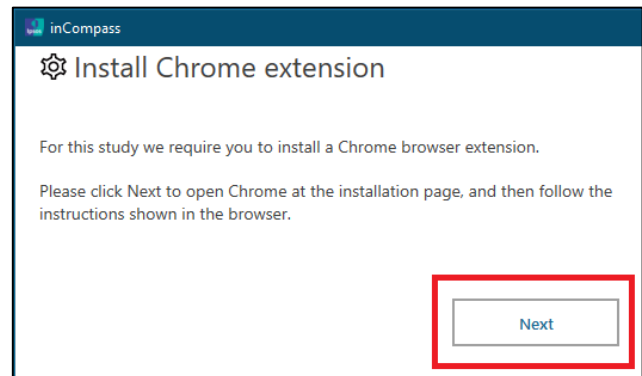
Tap “**Next**”



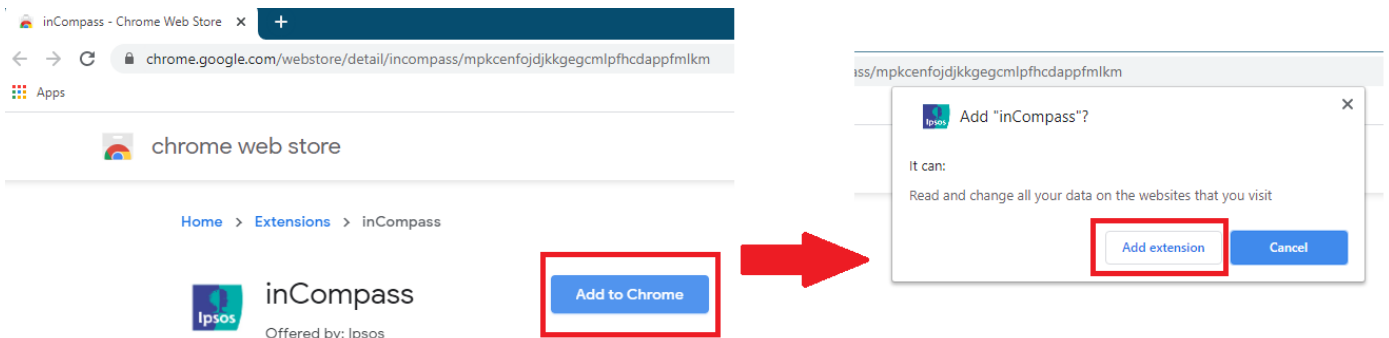
Step 6

Install Google Chrome Extension (if installed)

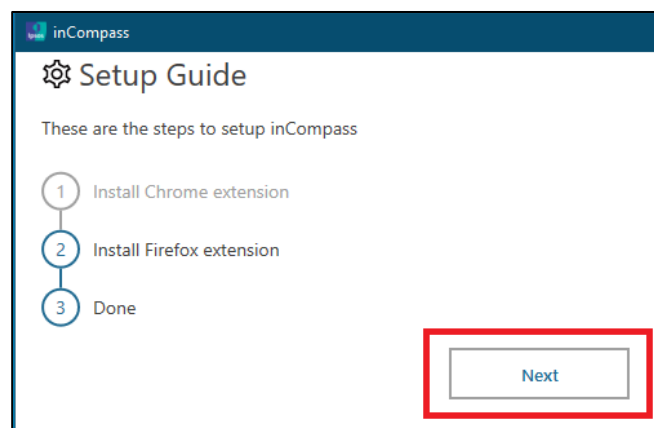
- Click **'Next'**, this will open the Chrome browser app.



- When our Chrome extension page has loaded, click **"Add to Chrome"** and then **"Add Extension"**.



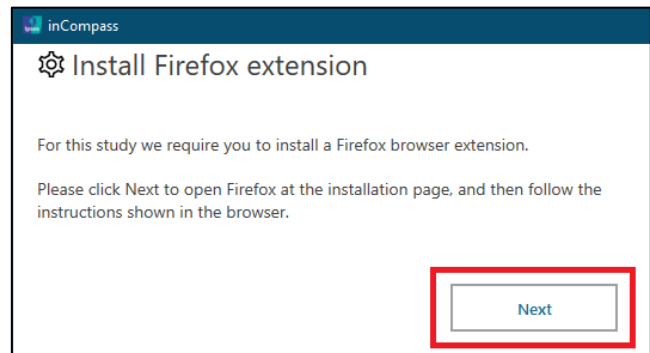
- The extension is now added, please return back to the inCompass App setup window and tap **'Next'**.



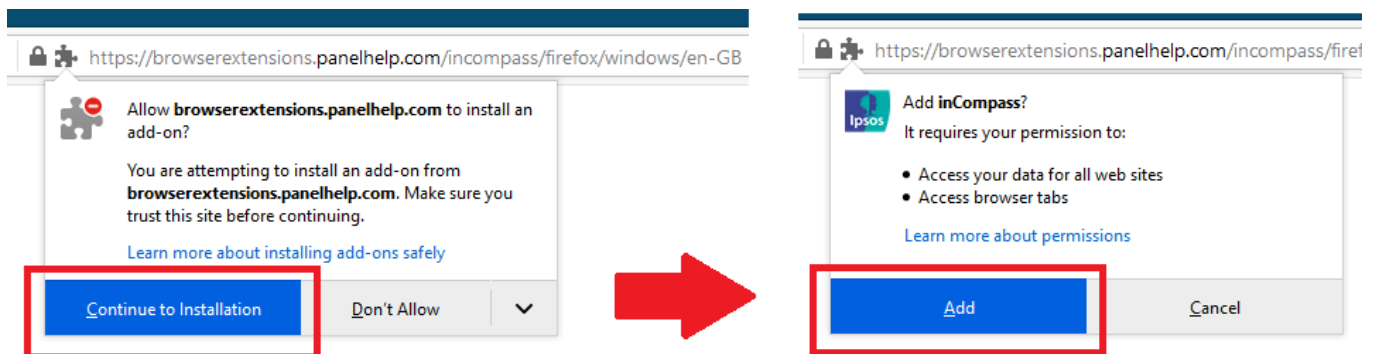
Step 7

Install Mozilla Firefox Extension (if installed)

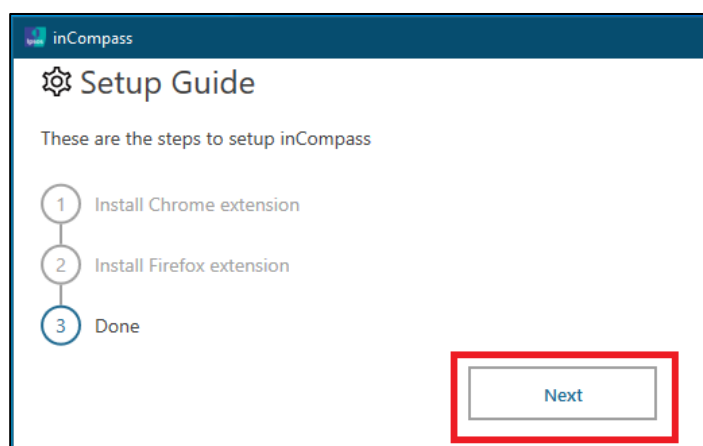
- Click '**Next**', this will open the Firefox browser app.



- When our Firefox extension page has loaded, click "**Continue to installation**" and then "**Add**".



Please go back to the inCompass App setup window and click '**Next**', the app will now start.

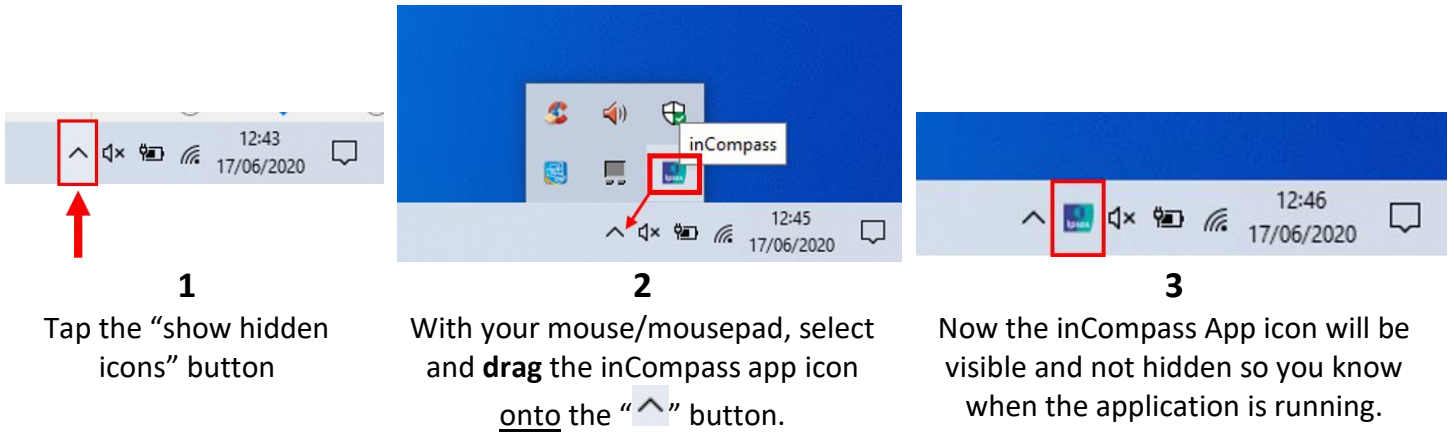


Tip 1

Make sure the inCompass App icon is visible along the taskbar!

Windows is set up by default to show you 3 icons only and offer a “show hidden icons” button like → ^ to see other apps running.

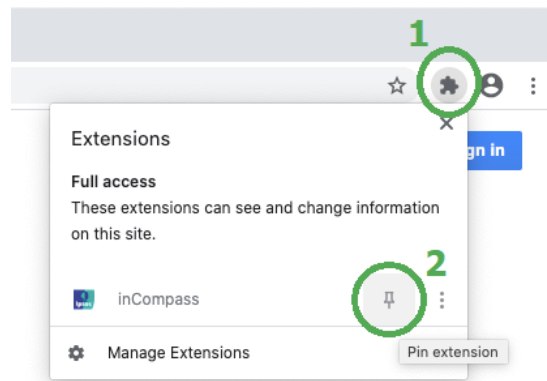
To make sure the inCompass app icon is present please carry out the following on your laptop/desktop:



Tip 2

Google Chrome users only: Make the inCompass browser extension visible

- Please open “Google Chrome” browser



- 1 – On the right of “inCompass” click the extension icon “⚙️” icon on the right of the address bar.
- 2 – Click on pin extension icon “📌”.

Tip 3

Instructing your internet security to allow inCompass Application


Remember if you are running **third party internet security software** (e.g. AVG, McAfee, Norton etc), please remember to **manually add the inCompass Application** into the “Allowed” / “Safe” / “Trusted” / “Exceptions” list in your security application in order to prevent issues with compliance.

YOU'RE ALL SET!

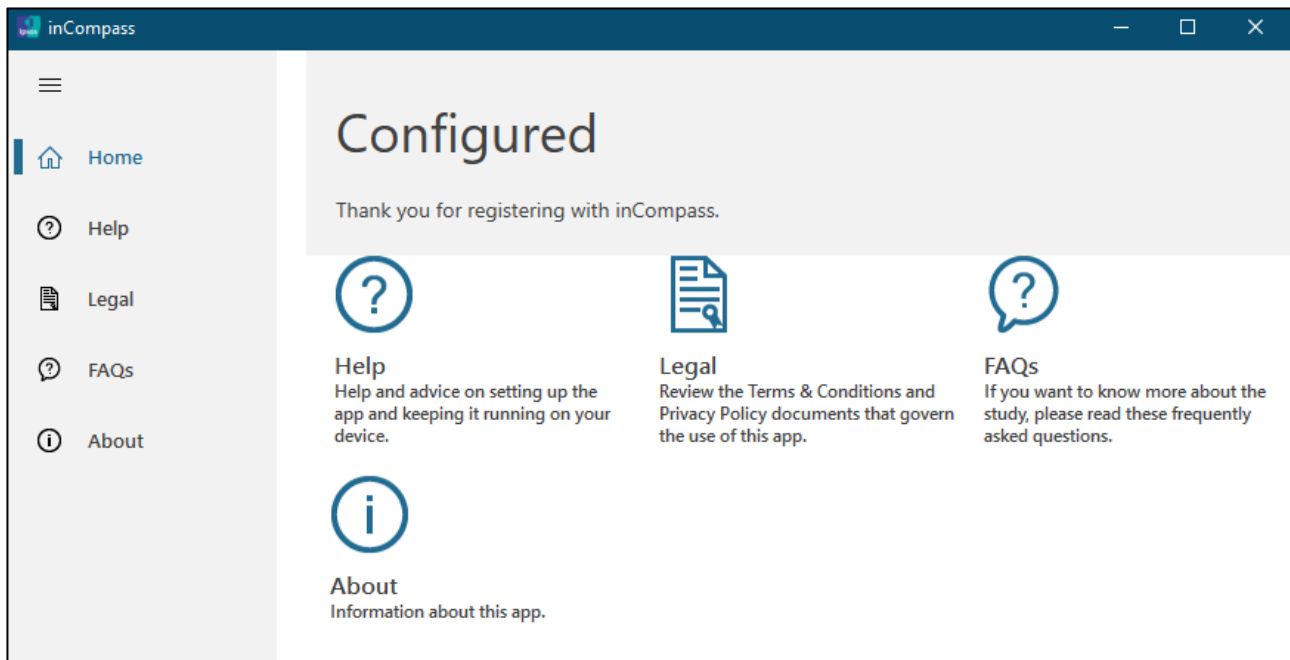
You should now see when you open inCompass App, "Configured"

Taskbar Icon: 1 x inCompass icon will be present on the bottom right corner of your screen.

Extension Icons:

- Chrome (**visible**) – see below 
- Firefox (**Hidden** - expected behaviour of browser)
- Microsoft Internet Explorer / Microsoft Edge is **not supported**

Displayed in the inCompass App



Windows Taskbar



Google Chrome browser extension

